



Centralized Accounting and Payroll/Personnel System

CAPPS Recruit

**Disable the CAPPS Recruit Quick Search Feature
(SR 37613)**

SR 37613 Disable CAPPS Recruit Quick Search Feature

Highlights of SR 37613:

- Request to remove the **Quick Search** feature from users with **MSS Recruit** and **Recruiting Coordinator** user types.
- Proposed change aligns security with **Interviewer** and **Approver** user types.
- Manager Self Service (MSS) Recruit/Recruiting Coordinators will not be able to review other candidates' general profiles or use the quick search for requisitions.
- Recruiters/Recruiter Administrators/Inquirers will retain the same access.

Rationale for Current Configuration

MSS Recruit/Recruiting Coordinator users may search for candidates in order to view general candidate profiles. These candidates may be contacted for sourcing purposes. CAPPS Recruit users can send correspondence inviting a candidate to apply for a job.

MSS Recruit/Recruiting Coordinators can view:

- Candidate general profiles for candidates who have not applied for any jobs.
- Candidate general profiles for candidates who have applied with the agency to which the coordinator has access.
- No access to job submissions unless the coordinator owns the job requisition.

How users can use the search results:

- Send correspondence inviting candidates to apply.

Proposed Permissions to be Revoked

Remove these search permissions to match Interviewer/Approver roles:

- Access to candidate **Quick** and **Specific** search but find results for external candidates only.
- If access to **Quick** and **Specific** search is granted, find results for internal AND external candidates.
- Access requisition search.

Additional Permissions to be Revoked

Also, remove these search permissions to match Interviewer/Approver roles (as they have no impact to the users due to not having other permissions):

- If access to **Advanced** search is granted, find results for internal AND external candidates.
- Allow users to select the attribute for either:
 - Required
 - Desired
 - Excluded
- Allow the same search criteria more than once within a query.
- Access to competencies and questions criteria.

Note: In addition, competencies and questions criteria must be added to the default search page content.

Current View of Quick Search (MSS Recruit/Recruiting Coordinators)

capps
Campus Accounting and Financial System

RECRUITING TASKS REQUISITIONS SUBMISSIONS

Welcome [Redacted]!

Welcome to the Recruiting Center.

Refresh All

Candidates

Active submissions	1	8
ACE	0	5
Manually Matched	0	4

Offers

Extended (Since Apr 1, 2022)	0	1

Job Requisitions

Tasks

Recruiting		
Assigned to me	1	1


Candidate Search Results from Quick Search

Quick Search results include general candidate profiles for:

- Candidates who have not applied for any jobs.
- Candidates who have applied at your agency (but not the job submission).

Note: The results do not include job submissions unless the user has access to view the job submission (i.e., an owner of the requisition).

Example: Candidate Search Results from Quick Search



Centralized Accounting and Payroll Personnel System

candidate

x v

Q

RECRUITINGTASKSREQUISITIONS SUBMISSIONS OFFERS

You are here > [Dashboard](#) > [Look up a candidate Result List](#)

Back to Center Stage

Filters

Advanced Filters

Keyword 

Candidates

Submissions

Radius

Apply Candidate Filters

Clear All

 Look up a candidate (7)

FILTERS

No filters are applied



More Actions

List Format

Standard View

<input type="checkbox"/>		Candidate	Last Activity 1	Submission Updated	Cellular Number
<input type="checkbox"/>		Candidate, T (57)	May 4, 2022	Mar 2, 2022	
<input type="checkbox"/>		Candidate, B (89)	May 4, 2022	Sep 27, 2021	
<input type="checkbox"/>		Candidate, T (95)	Mar 21, 2022	Mar 21, 2022	
<input type="checkbox"/>		Candidate, S (93)	Feb 16, 2022	Sep 29, 2021	
<input type="checkbox"/>		Test, C Candidate (32)	Feb 2, 2022	Feb 2, 2022	
<input type="checkbox"/>		Candidate, T (91)	Jan 7, 2022	Sep 28, 2021	

Example: Candidate Search Results from Quick Search (With No Submissions Available to User)

The screenshot displays the CAPPS (Candidate Assessment and Placement System) interface. At the top, the CAPPS logo is on the left, and a search bar with the text "Look up a candidate" is on the right. Below the header, a navigation bar contains links for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, and OFFERS. The breadcrumb trail indicates the user is in the "Candidate View" section. A sidebar on the left shows the candidate's summary, including their name "Candidate, T", ID "95", and a status of "No submissions" which is highlighted by a red box and a yellow arrow. The main content area shows the "General Profile" tab selected, displaying fields for Personal Information, Submission Information, Profile Information, Experience and Credentials, Questionnaire, and References. The "Candidate Personal Information" section shows the first name "T" and last name "Candidate". The "Submission Information" section is currently collapsed.

Summary

Candidate, T
ID: 95

No submissions

SOURCE
Creation Date: Mar 21, 2022
Medium: Resume

MOST RELEVANT EDUCATION
This section contains no information.

WORK EXPERIENCE
This section contains no information.

General Profile | Attachments | History

Language: English [Expand All](#)

Personal Information

Candidate Personal Information

First Name: T | Last Name: Candidate

Are You a Veteran?:

Spouse or Orphan of a Vet.?:

Former Foster Youth?:

Submission Information

Profile Information

Experience and Credentials

Questionnaire

References


Example: Candidate Search Results from Quick Search (With Some Submissions Available to User)


The screenshot displays the CAPPS (Candidate Assessment and Placement System) interface. The top navigation bar includes the CAPPS logo, a search bar with the text "Look up a candidate", and a user profile dropdown. Below this is a secondary navigation bar with tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, and OFFERS. The main content area shows the breadcrumb "You are here > Dashboard > Look up a candidate Result List > Candidate View" and a "Back To Look up a candidate Result List" button.


The left sidebar contains a "Summary" section for "Candidate, T" (ID: 57, United States > Texas > Austin). A red arrow points to the link "3 active submission(s)" in the sidebar. Below this are sections for "SOURCE" (Job Fair (Job Fair (General))), "MOST RELEVANT EDUCATION" (1994 - Technical Diploma), and "WORK EXPERIENCE" (4 y, May 2011 - Oct 2015, Senior Consulting Partner, IBM).

The main content area shows the "General Profile" tab selected. It includes a "More Actions" button and tabs for "General Profile", "Attachments", and "History". The "General Profile" section is titled "Personal Information" and "Candidate Personal Information". It contains fields for First Name (T), Middle Name, Last Name (Candidate), Address (line 1), City, Zip/Postal Code, Place of Residence, Primary Number, Cellular Phone, Cellular Number, Home Phone Number, and Email Address.

Example: Updated View with No Quick Search (Using Recruiting Center or Tabs)

Centralized Accounting and Personnel System


[Redacted]


RECRUITINGTASKSREQUISITIONSSUBMISSIONSOFFERS


Welcome [Redacted] !


Welcome to the Recruiting Center.


[Refresh All](#)


**Candidates**


		
Active submissions	1	8
ACE	0	5
Manually Matched	0	4


**Offers**

		
Extended (Since Apr 1, 2022)	0	1

**Job Requisitions**

		
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**Tasks**

Recruiting		
Assigned to me	1	1

Request for Feedback

SR 37613 may be a future HR/Payroll User Group voting item, based on feedback of:

- Do your MSS Recruit / Recruiting Coordinator users rely on the **Quick Search**?
- How does the proposed change impact your agency recruiting business practices?
- Will recruiters support managers in sourcing if the manager requests it?
- What are your thoughts about removing access to search requisitions in **Quick Search**?



Thank You!

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